

January 18, 2008

TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: JOHN E. DAVENPORT, SR., Esq.
DIRECTOR, RECORDS MANAGEMENT DIVISION (IM-23)

SUBJECT: NUMBERED MEMORANDUM: RM 08-07, REVISED CHARTER
FOR THE RECORDS MANAGEMENT COUNCIL

Attached are the revised Records Management Council Charter, and draft agendas for the March 17, 2008 meetings of the Council and all records managers in Atlanta, Georgia at the Information Management Conference.

The principal changes in the Charter from the draft you reviewed in September 2007 are the provisions for a Standing Committee and Ad Hoc Committees.

We encourage you to recommend additional agenda items. Please provide us with such recommendations by February 15, 2008. Please address questions to Mary Ann Wallace at 301-903-1147 or maryann.wallace@hq.doe.gov.

cc: Records Liaison Officers

Attachments